17 January 1969

MEMORANDUM FOR: Director of Training

SUBJECT   : Semi-Annual Report of Accomplishments
                    in the Use and Management of ADP (First
                    half Fiscal Year 1969)

REFERENCE   : Memo to D/OC, D/OS, D/OL, D/OP, D/OMS,
                    and D/TR fr Chief, Support Services
                    Staff, dated 16 Dec 68; Subject: Semi-
                    annual ADP Management Report (1 July -
                    31 Dec 68

     1. Following are the responses to the applicable
sections of the format suggested in the reference.

A. Accomplishments in Use of Digital Computers

     2. The largest single application of computer services
in regard to training are the various formats which make up
the Agency Training Record. This report continues to be an
indispensable record for use by the Agency Training Officers
and for career planning generally. The seven year cutoff
system has been accepted and serves to keep the formats to
a usable size. We have had virtually no complaints about
accuracy and the items of information supplied. During the
quarter the Office of Communications, the only component
not previously inputing their training, made arrangements
to do so. The basic arrangements to accomplish this have
been worked out. When functional, the additional input will:

          a. Ensure the training record is in fact Agency
          wide.
          b. Will enable OC ultimately to destroy in part
          existing individual OC training folders eliminating
          probably 3 - 4 safe now containing them.
          c. Reduce by an unknown, but presumably sub-
          stantial, number of man days the processing of
          material in and out of these folders.

A new format is being developed and should be issued during
the second half Fiscal Year 1969 which will show, without
time restrictions, all training on record by course title;
by component this will deal with both internal and external
and will enable training officers and others to check
attendance at specific courses. Preliminary discussions
have been held with SIPS and OCS personnel on modifications
to the "Stockholders" report. The changes will both make

it more responsive to customers and OTR needs and also
reduce manual computations by 6 - 8 man days twice a
year. Detailed preliminary discussions have taken place
between SIPS and OTR personnel concerning certain Agency
wide application reports needed by the Foreign Language
Committee. This will have a vital part in monitoring
Agency training, requirements, etc., in response to a
DCI directive.

B. Benefits

Manpower--It is estimated at the present time OTR uses
an average of approximately 200 manhours per month on the
input and management of ADP information; the vast majority
of this concerns the Agency Training Record (ATR). This
involves 1 GS-9, 1 GS-8, 1 GS-5 and 1 GS-3 plus intermittent
attention by R/TR and C/AIB/RS. It is patent that without
machine processing the run would be impossible, the cumulative
manhours saved by the printing of this document by users
throughout the Agency must be in the hundreds. One example,
cited previously, of the savings in manpower possible is
the "Stochholders Report"; the last manual completion (less
complete and accurate) consumed several hundred man hours.
A new run, covering the names of delinquent personnel in
the attendance of certain courses where attendance required
by regulation, saves probably a hundred man/hours/year.

Dollars--Money saved stems from salaries involved in the
manhours cited above.

Summary--Benefits can be summarized as (a) turning out
runs and maintaining files of an Agency wide impact that
could not otherwise be created, (b) accomplishing this
accurately in a timely fashion, (c) accomplishing it with
a minimum number of personnel. There have been several
new applications and improvements on former applications
over the year and future ones can be anticipated.

25X1

Registrar
Office of Training